

E-Mail ALSPO H/05

Subj: CHANGE TO PAYROLL PROCESSING SCHEDULE FOR CY 2005

Ref: (a) [E-Mail ALSPO F/05; SPO Exception Report](#)
(b) [PMIS/JUMPS Analysis Manual, PSCINST M5230.3\(series\)](#)
(c) [E-Mail ALSPO C/05; Payroll Processing Schedule for CY 2005](#)

Introduction	This E-Mail ALSPO publishes changes to the schedule for payroll transaction processing.
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Discussion	<p>PSC has added additional update cycles, and/or where possible, moved the compute cycle closer to the actual payday. The intent of the additional cycles is to shorten the timeline between paydays and compute transaction cutoffs in order to reduce overpayments, underpayments, and other manual intervention required to generate payroll. The additional cycles will also provide more opportunities for SPOs to input pay transactions and correct error feedback (Per reference (a)) before each compute cycle. The ultimate goal of these additional cycles is to improve accuracy and timeliness of payments to the member.</p>
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The following update cycles were added:

- 2 September 2005
- 19 September 2005
- 3 October 2005
- 18 October 2005

The following compute cycles were moved closer to payday:

- 15 September payday (cycle moved from 7 SEP to 8 SEP)
- 30 September payday (cycle moved from 21 SEP to 22 SEP)
- 14 October payday (cycle moved from 5 OCT to 6 OCT)
- 1 November payday (cycle moved from 20 OCT to 24 OCT)

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**Cutoff Times
for Update and
Compute
Cycles**

The data entry cutoff time for **update** cycles is 1200 hours (Central Time) on the day of the update cycle.


The data entry cutoff time for **compute** cycles is:

- September and October 2005: 1200 hours (Central Time), on the day of the compute cycle. This will be a test to stabilize cutoff times and allow more time for input for compute. If the results of the test are positive, then all times to start will become the same (1200 on day of cycle).
- November and December 2005: 2359 hours (Central Time), on the day before the compute cycle.

Reference (b), Chapter 1-E, provides additional information about the JUMPS update and compute process.

**Processing
Schedule**

Cutoff dates and times for processing transactions for the paydays shown are as follows:

Payroll Processing Schedule for Remainder of CY 2005				
Payday	First Update & Data Entry Cutoff 1200 Hrs.	Second Update & Data Entry Cutoff 1200 Hrs.	Compute Data Entry Cutoff	Compute Cycle Runs
THU 15-Sep-05	TUE 30-Aug-05	FRI 2-Sep-05	THU 8-Sep-05 1200 Hrs	THU 8-Sep-05
FRI 30-Sep-05	 WED 14-Sep-05	MON 19-Sep-05	THU 22-Sep-05 1200 Hrs	THU 22-Sep-05
FRI 14-Oct-05	WED 28-Sep-05	MON 3-Oct-05	THU 6-Oct-05 1200 Hrs	THU 6-Oct-05
TUE 1-Nov-05	THU 13-Oct-05	TUE 18-Oct-05	MON 24-Oct-05 1200 Hrs	MON 24-Oct-05
TUE 15-Nov-05	FRI 28-Oct-05	N/A	SUN 6-Nov-05 2359 Hrs	MON 7-Nov-05

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Processing Schedule (continued)

Payroll Processing Schedule for Remainder of CY 2005				
Payday	First Update & Data Entry Cutoff 1200 Hrs.	Second Update & Data Entry Cutoff 1200 Hrs.	Compute Data Entry Cutoff	Compute Cycle Runs
THU 1-Dec-05	MON 14-Nov-05	N/A	SUN 20-Nov-05 2359 Hrs	MON 21-Nov-05
THU 15-Dec-05	WED 30-Nov-05	N/A	TUE 6-Dec-05 2359 Hrs	WED 7-Dec-05
FRI 30-Dec-05	WED 14-Dec-05	N/A	TUE 20-Dec-05 2359 Hrs	WED 21-Dec-05

**Directives
Affected**

Reference (c) is cancelled.

Questions

Questions regarding the content of this E-Mail ALSPO may be directed to PSC Customer Care at:



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<http://www.uscg.mil/hq/psc/customerservice.htm>.
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Internet release authorized.

/s/
M. P. SULLIVAN
Executive Director